



**The Texas Higher Education Coordinating Board
Community and Technical Colleges Division
P.O. Box 12788, Capitol Station
Austin, Texas 78711-2788**

presents this

REQUEST FOR PROPOSALS

to Support
**THE CARL D. PERKINS
VOCATIONAL AND TECHNICAL EDUCATION
ACT OF 1998**

including

Title II – Tech-Prep Education

**Program Year
September 1, 2000 - August 31, 2001**

**Deadline for Receipt of Proposals:
April 14, 2000**

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**The Texas Higher Education Coordinating Board does not discriminate
on the basis of race, color, national origin, gender, religion, age,
or disability in employment or the provision of services.**

GENERAL INFORMATION
PROGRAM YEAR SEPTEMBER 1, 2000 - AUGUST 31, 2001

The Community and Technical Colleges (CTC) Division of the Texas Higher Education Coordinating Board (The Coordinating Board, or THECB, or the Board) is requesting proposals for the award of federal funds. These funds are provided to the State of Texas through the Carl D. Perkins Vocational and Technical Education Act of 1998 [P.L. 105-332] for the advancement of career and technical education in Texas.

Notification of Intent:

All interested applicants (except Category 17, Continuation proposals) must notify the THECB of their intent to respond to this RFP. Upon completing an on-line Notification of Intent form, each interested applicant shall receive a proposal number and password that provides access to the on-line Submission Materials Web Application for proposal preparation and submission to THECB.

Deadline for Submission of Notification of Intent:

Wednesday, March 15, 2000 by 5:00 p.m.

Submission Requirements:

One (1) electronic submission. Notification of Intent must be submitted electronically by the above date and time. Paper or faxed submissions shall not be considered.

Web Location of Notification of Intent:

<http://www.thecb.state.tx.us/divisions/ctc/we/we.htm>

Request for Proposals:

Eligible applicants may submit proposals, in response to this RFP, in any of the six categories contained in this document.

Submission Requirements:

One (1) electronic submission of complete proposal. Proposals must be submitted electronically by the above due date and time. Paper or faxed submissions shall not be considered.

One (1) hard-copy* of the Application Cover Page with original signatures. Application Cover Page should be mailed or delivered to the following addresses by the above due date and time:

Mailing Address

Dr. Valeriano Cantú
Assistant Director, Workforce Education
Community and Technical Colleges Division
P.O. Box 12788, Capitol Station
Austin, Texas 78711-2788

Delivery Address

Dr. Valeriano Cantú
Assistant Director, Workforce Education
Community and Technical Colleges Division
7745 Chevy Chase Drive, Bldg. V, Rm. 320
Austin, Texas 78752-1508

Deadline for Submission of Proposals:

Friday, April 14, 2000 by 5:00 p.m.

Web Location of RFP:

<http://www.thecb.state.tx.us/divisions/ctc/we/we.htm>

*Additional hard-copy requirements are contained in this RFP for Category 17 and are due by the above due date.

STARLINK Carl Perkins Bidders Teleconference:

March 8, 2000

2:00 p.m. - 3:30 p.m.

Requests for Clarification to:

cantuvl@thecb.state.tx.us

All requests for clarification must be made in writing to Dr. Valeriano Cantú at the above email address by 5 p.m., Friday, March 17, 2000.

BACKGROUND

The Carl D. Perkins Vocational and Technical Education Act of 1998 (Perkins III) continues to challenge the states as they endeavor to prepare career and technical education students for the workforce. With the focus on accountability in Perkins III, program year 1999-2000 found many states unprepared to address the core indicators of performance as required in the new legislation. Developing performance measures was one problem for most of the states. Many states faced the added problem of collecting data never before collected and with no process in place to do so.

Fortunately, at the postsecondary level, Texas has a well established program evaluation process that is built upon an extensive data collecting/reporting mechanism. Through the Coordinating Board's Community and Technical Colleges' Institutional Effectiveness process, developing performance measures that address the four core indicators of performance was not as daunting a task for Texas as it has been for some.

Utilizing a statewide advisory committee (the Community and Technical Colleges Advisory Committee for Program Quality and Standards), the Board staff developed the following measures of performance for the four Perkins Core Indicators (subject to approval from U.S. Department of Education):

Indicator #1 Achievement – Student attainment of challenging State established academic, and vocational and technical skill proficiencies.

88% of postsecondary students enrolled in state approved Workforce Education Course Manual (WECM) courses that require integrated academic and technical skills and competencies will complete the course. The percent of technical students who are in good standing (G.P.A. 2.0 or better) will increase by 1% or better.

Indicator #2 Completion – Student attainment of a secondary diploma, or its recognized equivalent, a proficiency credential in conjunction with a secondary school diploma, or postsecondary degree or credential.

36% of all full-time first time in college (FTIC) students will graduate in 4 years and 15% of all part-time FTIC students will graduate in 7 years.

Indicator #3 Placement – Placement in, retention in, and completion of, postsecondary education or advanced training, placement in military service, or placement or retention in employment.

95% of postsecondary workforce education program graduates (including Tech-Prep) will be employed or pursuing additional education within 1 year of graduation.

Indicator #4 Nontraditional Employment – Student participation in and completion of vocational and technical education programs that lead to nontraditional training and employment.

The percentage of male/female graduates in programs leading to high-wage, high-skill non-traditional occupations for their gender is 25% or improving at the rate of 1% a year until it reaches 25%. Presently the baseline is 12%.

Texas shall be held accountable for the use of its Perkins dollars, as shall all states who receive Perkins monies. To effectively use the funds provided by Perkins III to advance career and technical education in the State of Texas, the Coordinating Board seeks to fund projects in four competitive areas using State Leadership funds – Professional Development, Curriculum Development, Special Populations Programs, and Other Topics. Projects funded under Professional Development, Curriculum Development, and Special Populations shall operate under three established consortia projects. The Coordinating Board shall also fund Tech-Prep Consortia on a formula basis. Supplemental topics related

to the Tech-Prep initiative shall continue to be funded on a competitive basis.

Based on input received from the existing State Leadership Consortia, as well as federal and state legislative initiatives, projects funded for Program Year 2000-2001 must continue to have more immediate statewide impact, increased coordination with other Perkins-funded projects under the leadership of the Consortia, and increased collaboration through partnerships between institutions in the state.

The Higher Education Coordinating Board requests proposals for innovative career and technical education projects that address the goals as listed above and in the *Texas Consolidated State Plan* and that meet the requirements of P. L. 105-332, Title I, Part B, Sec. 124, and Title II.

SPECIFICATIONS APPLICABLE TO ALL ACTIVITIES

ELIGIBLE APPLICANTS

Eligible applicants for the State Leadership Projects are public postsecondary institutions in Texas.

Public independent school districts, education service centers, public community or technical colleges, and public universities as described in 34 CFR §403.117 may serve as fiscal agents for Tech-Prep Consortia.

All public postsecondary institutional applicants must have an intellectual property policy meeting the minimal standards set out in Section 51.680 of the Texas Higher Education Code to be eligible to receive these funds.

NOTIFICATION OF INTENT

A Notification of Intent (NOI) is required from all interested applicants (except existing Tech-Prep Consortia applying under Category 17, as continuation projects) for *each* proposal that shall be submitted by an applicant. It must be submitted electronically using the form on our web site at: <http://www.thecb.state.tx.us/divisions/ctc/we/we.htm>. Upon submission of the NOI, interested applicants shall be assigned a proposal number and a password that shall allow entry into the on-line Submission Materials for proposal preparation and submission to Coordinating Board staff.

PROJECT CHARACTERISTICS

Projects must be technically and educationally sound and encourage the development of networks for sharing resources – such as information on successful curricula, methods, materials, and professional development – that promote workforce education in Texas. The activities should encourage instructors to use the resources for technological learning that exist outside the educational institution (e.g., business, industry, labor, and community-based organizations). The planning, execution, and support of all activities should forge partnerships that promote coordination and cooperation among educational institutions, governmental agencies, and the private sector. Articulation among institutions should constitute part of the planning process whenever appropriate or as required with Tech-Prep. Applicants should seek to build upon existing funded projects where appropriate and should not unduly duplicate previously awarded grants. All projects must contribute to the overall workforce development effort of the State of Texas.

RANGE OF AWARDS

The maximum funding for the Texas State Leadership Consortia for Professional Development (Category 11), Curriculum Development (Category 14), and Special Populations (Category 15) shall not exceed \$115,000 (**Note: The Coordinating Board is not accepting new proposals for the lead consortia grants at this time**).

The maximum funding for individual projects in Categories 11, 14, 15, and 18 is \$100,000; however, the final contract shall be negotiated to reflect the scope of work and availability of funds.

The range for individual projects for Tech-Prep Supplemental grants (Category 13) is between \$60,000 and \$80,000; however, the final contract shall be negotiated to reflect the scope of work and availability of funds.

Tech-Prep Consortia (Category 17) shall be funded for the 2000-2001 project year on a formula basis, as indicated in the *Texas Consolidated State Plan*, with a performance component being included for subsequent years. This formula shall be developed with consortia input and a public hearing. The Commissioner of Higher Education shall announce the formula for fiscal year 2001 no later than May 1, 2000.

SPECIFIC ADMINISTRATIVE REQUIREMENTS

Project Management

A project director and essential project staff must be provided by each funded public institution (or consortium) to coordinate planning, initiate personnel requests, administer fiscal responsibilities, and maintain communication among all parties according to the following requirements:

1. Each project director shall coordinate the planning, delivery, and evaluation of the project activities with the lead Consortium project (if applicable), other public institutions or agencies, and with the private sector, establishing coordination and linkage agreements whenever possible. Each project director shall report progress to a THECB staff advisor through an on-line quarterly reporting system.
2. An advisory committee is required for each State Leadership Consortia Project (Categories 11, 14, 15), and should be coordinated by the project director for each respective Consortium. An advisory committee is required for all projects funded under Open Topics (Category 18). Individual projects in categories 11, 14, and 15 may have advisory committees, but are not required to do so. For details on Tech-Prep Continuation and Supplemental projects, see information under Categories 13 and 17 (pages 16 - 21).

Subcontractor Management

It shall be the responsibility of each funded contractor to ensure that performance rendered by project subcontractors complies with all terms and provisions of the Coordinating Board contract and with applicable federal and state rules and regulations.

Contract Provisions

The Contract Provisions have been revised and all applicants should carefully review the Provisions and Assurances, the Special Provisions and Assurances, all schedules, and certifications prior to submitting an application. Original signatures on the Application Cover Page shall signify agreement and compliance with the above mentioned sections for the grant contract period.

PROJECT CONTINUATION – STATE LEADERSHIP PROJECTS

Projects from the list of successful bidders may be of such high quality and/or impact that the Coordinating Board may choose to extend the terms of the contract to provide for additional and/or alternative dissemination.

Criteria for Project Continuation

- Statewide impact
- Effective dissemination strategy
- Positive recommendation from the applicable Consortium Grant (for Categories 11, 14, and 15 only)
- Positive recommendation of the CTC Staff Advisor
- Effective delivery of product/outcome driven
- Accomplished goals as stated and within time-lines given
- Proven to be cost-effective
- Technology driven
- Relevant to the job market
- Relevant to the classroom

These projects shall be selected near the end of the project period based on the criteria as listed above, performance, and quality of products delivered. Additions to the scope of work must be established by amending the project. **Continuation projects shall be required to submit a complete application as described in this RFP.**

PROPOSAL REVIEW PROCESS

The review of proposals shall begin as soon as practical after receipt. Proposal applications for State Leadership and Tech-Prep Supplemental (new applications only) categories shall be reviewed by an expert panel from outside Texas and by members of the Coordinating Board staff.

The recommendations of the respective reviewers shall be assembled and presented to the Commissioner of Higher Education or his designee who shall, as authorized by the Coordinating Board, either: (1) approve the proposal in whole or in part, (2) disapprove the proposal, or (3) defer action on the proposal until it can be further evaluated.

Each applicant shall be notified in writing of action taken on the proposal submitted. In the case of an approved proposal, notification to the applicant shall include the contractual conditions that must be accepted in accordance with federal and state law. It shall be the responsibility of the contractor to ensure that performance rendered by project subcontractors complies with all terms and provisions of the Coordinating Board contract and with applicable federal and state rules and regulations.

All contract negotiations with Carl D. Perkins-funded projects shall be between the Coordinating Board staff and the contractor, with final approval by the Commissioner of Higher Education or his designee. The award of any federal funds is contingent on the availability and approval of the expenditure of these funds by the appropriate Board(s).

RFP Topics
Program Year 2000-2001

STATE LEADERSHIP CATEGORIES (11, 14, 15, 18)

STATE LEADERSHIP PROJECTS

State Leadership Projects include priority topics in three categories: Professional Development (Category 11), Curriculum Development (Category 14), and Special Populations (Category 15). These projects are intended to have a statewide impact on postsecondary workforce education by ultimately improving career and technical education and training for students in public, two-year institutions. Three Consortia projects currently housed at the following institutions – El Paso Community College, Richland College, and the Houston Community College System – shall provide coordination in their respective categories for individual projects awarded funds under this RFP process.

For Program Year 2000-2001, the Community and Technical Colleges Division of the Coordinating Board has restructured priority topics for leadership categories 11, 14, and 15 based upon input from the three State Leadership Consortia. The priority topics represent issues relevant to technical and workforce education efforts in Texas. These topics support Title I, Part B, Section 124 of Perkins III and also provide an opportunity to meet the goals established in the *Texas Consolidated State Plan*. It is the intent of the THECB to fund proposals in each of the established State Leadership categories.

State Leadership Projects also includes a new category, Other Topics (Category 18). Proposals submitted under this category must have a statewide impact on postsecondary workforce education by improving career and technical education and training for students in public, two-year institutions. Topics in this category must also support Title I, Part B, Section 124 of Perkins III. Awarding of funding shall depend on the quality of the proposals as determined by relationship to an identified state objective or goal, potential of statewide application, identification of quantifiable student outcomes for evaluation purposes, and effective utilization of funds.

The Coordinating Board staff, however, reserves the right to reject any or all submitted applications if, in the opinion of the Board staff, the submitted application(s) do not adequately respond to the intent of the RFP, do not provide reasonable assurance of having significant, statewide impact or utilization for the state's technical and career education programs, or do not fall within realistic funding limits regardless of the quality of the projects. All proposals that are designed to supplement the work of currently funded projects shall be required to coordinate efforts with the existing project recipients or with those chosen to replace them. All coordination shall occur under the State Leadership Consortia for applicants applying under Categories 11, 14, and 15.

SCOPE OF WORK

Categories 11, 14, 15 – Applicants may apply for funds under one or more of the priority topics. Successful applicants shall be expected to coordinate their activities with the Texas State Leadership Consortium for Professional Development, Curriculum Development or Special Populations. Separate proposals must be submitted for each topic. All proposals must be fundable under P. L. 105-332, Title I, Part B, Section 124.

Category 18 – Applicants are also welcome to develop and submit proposals addressing topics **not** included under the professional development, curriculum development, and special populations consortia and not specifically listed under Priority Topics for Individual State Leadership Projects. However, all projects submitted for consideration must address the required or permissible activities detailed in P.L. 105-332, Title I, Part B, Section 124.

INDIVIDUAL STATE LEADERSHIP PROJECTS

Criteria for Selection of Individual State Leadership Projects – Categories 11, 14, 15

All applicants shall be evaluated and scored on the criteria listed below. As part of the on-line submission materials, and in addition to other submission requirements, applicants shall be asked to demonstrate how their proposed project shall satisfy the criteria for selection.

- **Statewide Impact** – Proposed project's deliverables should be relevant to the workforce education needs of the state as indicated in the *Texas Consolidated State Plan*, and must have potential for duplication across the state. Duplication should be possible at a cost-effective rate for interested institutions.
- **Plan for Dissemination** – Proposal must include an effective plan for dissemination of project's deliverables/outcomes in order to achieve maximum impact across the state. This may include utilizing the Internet, presenting at state conferences, distributing manuals, CDs, and other products, or all of the above.
- **Coordination with Lead Consortium Project** – Interested applicants to this RFP should receive the support of and coordinate with the respective Consortium Project under the category applicants are applying. This coordination prior to submission is encouraged in order to prevent duplication of efforts and to maximize the statewide relevance of proposed projects.
(See Consortia Contacts List in Appendix 1 for contact information)
- **Identification of Relevant Outcomes** – Proposal must clearly identify the outcome(s) and provide an explanation of its relevance, as well as its long-term value. In addition, each proposal should clearly identify the beneficiaries of the outcome(s) of their project (i.e., students, professional staff, employers, etc.).
- **Cost-Effectiveness** – Proposed project should make use of available, existing resources such as personnel, office furnishings, office space, etc. Proposed project's goals, objectives, and supporting activities should be presented within a realistic time-frame, utilizing the most cost-effective resources. Proposed budget should accurately reflect the cost of accomplishing project's goals.
- **Technology Driven** – Proposed project's outcomes should develop, improve, or expand the use of high-technology in technical education, OR outcomes should develop, improve, or expand students' entry into high-skill, high-wage employment through the use of high-technology.
- **Relationship to Job Market** – Proposed project should reflect current economic and workforce needs in the state.

Additional Criteria for Selection of Individual Projects, Category 14, Curriculum Development Proposals Only

In addition to the above criteria for selection, all proposals submitted under Category 14 shall be evaluated and scored on three additional criteria. As part of the on-line submission materials, and in addition to other submission requirements, applicants shall be asked to demonstrate how their proposed project shall meet each of the criterion listed below.

- **Job Market Analysis Data** – Proposed project must include job market analysis data, according to Chapter 5 of the Guidelines for Instructional Programs in Workforce Education (GIPWE), that clearly indicates a statewide need for the proposed project.

- Compliance with GIPWE – Proposal should indicate adherence/compliance with applicable sections of the GIPWE.
- Compliance with the Workforce Education Course Manual (WECM) – Proposal should indicate cooperation with ongoing implementation of the WECM.

**Criteria for Selection of Individual State Leadership Projects – Category 18, Other Topics
Proposals Only**

All applicants shall be evaluated and scored on the criteria listed below. As part of the on-line submission materials, and in addition to other submission requirements, applicants shall be asked to demonstrate how their proposed project shall satisfy the criteria for selection.

- Statewide Impact – Proposed project's deliverables should be relevant to the workforce education needs of the state as indicated in the *Texas Consolidated State Plan*, and must have potential for duplication across the state. Duplication should be possible at a cost-effective rate for interested institutions.
- Plan for Dissemination – Proposal must include an effective plan for dissemination of project's deliverables/outcomes in order to achieve maximum impact across the state. This may include utilizing the Internet, presenting at state conferences, distributing manuals, CDs, and other products, or all of the above.
- Identification of Relevant Outcomes – Proposal must clearly identify the outcome(s) and provide an explanation of its relevance, as well as its long-term value. In addition, each proposal should clearly identify the beneficiaries of the outcome(s) of their project (i.e., students, professional staff, employers, etc.).
- Cost-Effectiveness – Proposed project should make use of available, existing resources such as personnel, office furnishings, office space, etc. Proposed project's goals, objectives, and supporting activities should be presented within a realistic time-frame, utilizing the most cost-effective resources. Proposed budget should accurately reflect the cost of accomplishing project's goals.
- Technology Driven – Proposed project's outcomes should develop, improve, or expand the use of high-technology in technical education, OR outcomes should develop, improve, or expand students' entry into high-skill, high-wage employment through the use of high-technology.
- Relationship to Job Market – Proposed project should reflect current economic and workforce needs in the state.

Priority Topics for Individual State Leadership Projects

Professional Development (Category 11)

- Instructor Certification Program – Teaching faculty how to incorporate best practices into their teaching methods; e.g., assessment, integrated strategies, SCANS integration, technology integration (primarily computer-driven), critical thinking, active and project-based learning, evaluation strategies, and varied learning styles. This program should contain, but is not limited to, an implementation and evaluation plan;
- A faculty internship program that places faculty in industry and business;
- Demonstration and integration into the classroom of Texas' emerging technology. This may include computer applications, and other electro-mechanical, scientific, and advanced technology;

- Creation of continuing education programs based on emerging practices in the current Texas economy that utilize higher education and industry partnerships;
- Advanced applications of on-line course delivery: instruction, testing, registration, library access, and emerging software for use in the classroom;
- Facilitating the effective use of advisory committees for use in workforce education;
- Developing Internet courses and delivery methodologies for concurrent enrollment in technical education between two-year public institutions and rural high schools. Combined with existing academic courses, students would have the potential of bringing 15-30 hours of credit to a two-year, public institution in a technical program. Vocational programs that use simulation software and on-line applications would be featured rather than those which rely on laboratories;
- Processes and strategies for the effective evaluation of external learning experiences. Develop and disseminate effective techniques for planning, teaching, and evaluating external learning courses;
- Teaching academic faculty to integrate technical applications into their academic courses;
- A training program/academy for new workforce education/technical education/continuing education/contract training administrators, program directors, and deans.
- Project to determine creative ways for technical faculty to stay up-to-date in their rapidly changing fields; and
- Project to determine better ways of training students to work in geographic areas outside the college service areas.

Curriculum Development (Category 14)

- Development and implementation of a high-technology core curriculum;
- Any emerging high technology program for which there is evident demand;
- Any curriculum with promise in accomplishing more effective and efficient developmental education;
- Projects to adapt developmental education to the needs of technical students;
- Any curriculum that is required to implement training for an industry-driven skill standard;
- Regional or statewide planning to coordinate statewide programs with the needs of employees and the requirements of accrediting agencies. This is especially needed in the health professions;
- Regional or statewide planning to collaborate between two-year, public institutions and universities or health science centers for field of study projects, especially in the imaging modalities, medical laboratory professions, and respiratory care. Must show adequate articulation between the two- and four-year levels;
- Collaborative projects between two- and four-year institutions to identify and facilitate transfer of appropriate technical courses;
- Development of innovative curriculum delivery in the Health professions to allow for part-time students; and

- Conduct a study and make recommendations pertinent to one or more of the following:
 - A. the need for allied health faculty (numbers, credentials, disciplines, etc.);
 - B. the need for adequate clinical sites in the managed care environment or alternative means to provide practical experience to students; or
 - C. the development of operational “benchmarks for excellence” in allied health education.

Special Populations (Category 15)**

- Development of reading programs designed to address the unique needs of Special Populations;
- Development of programs designed to provide personal counseling and support services for Special Populations;
- Development of model curriculum/programs to address social skills/job readiness needs of Special Populations;
- Development of model transition programs - from high school to two-year, public institutions - for Special Populations;
- Development of instructor/staff training programs in the unique learning styles of Special Populations;
- Development of instructor/staff training programs in new technologies designed to assist Special Populations enter the workforce competitively; and
- Development of workforce programs designed to provide Special Populations access to and knowledge of new technologies.

** Definition of Special Populations – individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for nontraditional training and employment; single parents, including single pregnant women; displaced homemakers; and individuals with other barriers to educational achievement, including individuals with limited English proficiency.

STATE LEADERSHIP CONSORTIA PROJECTS

Criteria for Selection of State Leadership Consortia Projects

- Demonstration of statewide impact
- Development of a strategic plan
- Method of coordination for individual projects
- Establishment of broad advisory committee
- Provision of maintenance of Coordinating Board communications
- Provision of ongoing direction, technical support, and assistance

Requirements for State Leadership Consortium for Professional Development

(This Consortium is already established under the administration of El Paso Community College. Proposals shall not be accepted for this item.)

An established Consortium for Professional Development Projects for Project Year 2000-2001 shall continue to coordinate the individual professional development projects addressing priority topics as described above. The Consortium for Professional Development shall be required to:

- form an overall Professional Development Management Advisory Committee (see Special Provisions and Assurances, Section K for additional information) which shall be required to meet at least twice in the program year (and then as often as deemed necessary), but must meet once in the first quarter with Coordinating Board staff;
- develop and implement a strategic plan with measurable goals, objectives, time-lines, and evaluation which shall meet the needs of public 2-year institutions, employers, and students (whenever possible, proven research and exemplary practices shall be incorporated);
- maintain regular communication with Coordinating Board staff and individual projects; and
- convene individual projects and provide on-going coordination and technical support/assistance.

Requirements for State Leadership Consortium for Curriculum Development

(This Consortium is already established under the administration of Richland College. Proposals shall not be accepted for this item.)

An established Consortium for Curriculum Development Projects for Project Year 2000-2001 shall continue to coordinate the individual curriculum development projects addressing priority topics as described above. The Consortium for Curriculum Development shall be required to:

- form an overall Curriculum Development Management Advisory Committee (see Special Provisions and Assurances, Section K for additional information) which shall be required to meet at least twice in the program year, (and then as often as deemed necessary), but must meet once in the first quarter with Coordinating Board staff;
- establish effective communication links among all interested college participants;
- hold quarterly meetings with individual project representatives;
- serve as liaison on all curriculum topics with the Coordinating Board staff;
- work with the Coordinating Board staff on effective Web sites; and
- maintain effective coordination with the WECM Maintenance Committee, the Tech-Prep Evaluation and Articulation Committee, the Texas Skill Standards Board, the professional instructional organizations, and other necessary groups as identified by Coordinating Board staff.

Requirements for Texas State Leadership Consortium for Special Populations

(This Consortium is already established under the administration of the Houston Community College System. Proposals shall not be accepted for this item.)

An established Consortium for Special Populations Projects for Project Year 2000-2001 shall continue to coordinate the individual special population projects addressing priority topics as described above. The Consortium for Special Populations shall be required to:

- form an overall Special Populations Management Advisory Committee (see Special Provisions and Assurances, Section K for additional information) which shall be required to meet at least twice in the program year (and then as often as deemed necessary), but must meet once in the first quarter with Coordinating Board staff;
- establish effective communication links among all interested college participants;
- serve as the liaison on all special populations topics with the Coordinating Board staff;
- work with Coordinating Board staff on effective Web sites; and
- maintain effective coordination with other necessary groups identified by Coordinating Board staff.

OPEN TOPICS

Applicants are welcome to develop and submit proposals addressing professional development, curriculum development, and special populations, in areas other than those listed under Priority Topics for Individual State Leadership Projects, and that fit under the required or permissible activities detailed in P.L. 105-332, Title I, Part B, Section 124. In order to be considered for funding, proposals must meet the criteria listed under Criteria for Selection of Individual State Leadership Projects for categories 11, 14, and 15. Awarding of funding shall also depend on the quality of the proposals as determined by relationship to an identified state objective or goal, potential of statewide application, identification of quantifiable student outcomes for evaluation purposes, and effective utilization of funds.

DELIVERABLES AND OUTCOMES FOR ALL PROJECTS

Any successful applicant(s) shall comply with all requirements contained in the Specifications Applicable to All Activities and in the sections listed below.

- Instructions for Proposal Preparation
- Contract Provisions
- Required Data Deliverables

All processes and deliverables must also adhere to the guidelines established by the Texas State Leadership Consortia (if applicable).

Projects must result in the completion of all goals, activities, evaluations, final outcomes, and products as stipulated in the final negotiated contract.

TECH-PREP CATEGORIES (13 and 17)

TECH-PREP PROJECTS

Tech-Prep is a federally funded educational initiative. Tech-Prep categories include Tech-Prep Supplemental Projects (Category 13) and Tech-Prep Implementation Projects (Category 17).

Tech-Prep Supplemental Projects shall be awarded competitively to eligible recipients for the purpose of furthering the advancement of the Tech-Prep initiative in a manner that would have statewide application or impact and lead to the full institutionalization of Tech-Prep into the Texas education system.

Funds for Tech-Prep Implementation Projects are provided to consortia in Texas to support the regional planning, continued development, and evaluation of initiatives allowable under the Carl D. Perkins Vocational and Technical Education Act of 1998 (P.L. 105-332, Title II) and as described in the Texas Education Code. The funded Tech-Prep consortium shall serve as the regional point-of-contact for the development and support of Tech-Prep Programs.

By applying for funds for the support of a local Tech-Prep consortium the applicants agree to comply with and support state and federal goals, objectives, and regulations related to the development and support of Tech-Prep programs.

STATE GOALS FOR TECH-PREP

In 1999, a joint meeting of all local Tech-Prep consortium directors resulted in the revision of the state goals (as listed below), mission statement, and vision statement for Tech-Prep.

Goal 1: Enlist the full support of Texas high schools and public two-year associate degree-granting institutions in developing, supporting, and improving relevant A.A.S. Tech-Prep programs by:

- 1) developing standard articulation agreements; and
- 2) aligning high school course requirements outlined in the *Texas Essential Knowledge and Skills* (TEKS) with the postsecondary course requirements in the *Workforce Education Course Manual* (WECM).

Goal 2: Increase the number of high school students who enroll, persist, and graduate from A.A.S. Tech-Prep programs and are placed in relevant jobs or go on to additional education by:

- 1) increasing public awareness of Tech-Prep opportunities across the state;
- 2) identifying and reporting the number of high school students enrolled in a Tech-Prep sequence of courses;
- 3) identifying the number of high school students enrolled in a Tech-Prep sequence of courses taking the recommended high school graduation program;
- 4) identifying the number of students enrolled at public two-year associate degree-granting institutions who have completed a high school Tech-Prep sequence; and
- 5) initiating of persistence, graduation, and placement studies which document the performance of Tech-Prep students at public two-year associate degree-granting institutions.

Goal 3: Evaluate and document the effectiveness of Tech-Prep activities by:

- 1) evaluating the effectiveness of Tech-Prep programs by satisfaction surveys, collecting student data and enrollment figures, and comparing students who are identified as Tech-Prep to students who are identified as non Tech-Prep;
- 2) evaluating the implementation of the key elements of Tech-Prep and developing self-evaluation instruments for consortia that include measures and standards for the key elements; and
- 3) evaluating the performance of Tech-Prep consortium activities.

DEFINITIONS

Preparatory Services – Those services that enhance career development (e.g. recruitment, career guidance, career exploration, etc.). These do not include remediation programs, drop-out prevention programs, self-esteem programs, single parent programs, or test preparation programs.

Tech-Prep Student – A Tech-Prep secondary student is a student who has indicated that he or she intends to follow an approved Tech-Prep six-year education plan, and is participating in classes contained in that pathway. The student may or may not be receiving college credit for courses taught during a specific semester, but shall generally receive between three and twelve college credit hours for classes taken during high school. A Tech-Prep postsecondary student is a student who has participated in the secondary Tech-Prep program and is enrolled in an approved Tech-Prep postsecondary program. The student may or may not have completed all of the prerequisite secondary courses, but should have taken most of the approved secondary technical courses.

Eligible Students – Tech-Prep funds are part of Perkins III and as such are intended for the improvement of secondary and postsecondary Career and Technology programs. Eligible students include students in grade seven through graduation from a two-year, public institution, with a degree or certificate. While Perkins III allows for the expenditure of funds for activities in grades seven and eight, those funds should be expended only for preparatory services as defined above, and curriculum integration projects. Participation by students in Tech-Prep is voluntary, and under no circumstance should a student be required to participate in a Tech-Prep program or follow a specific educational pathway.

SCOPE OF WORK

Applicants applying under Category 13 may apply for funds under one or more of the priority topics. Successful applicants shall create and carry out projects that relate directly to the goals and objectives as stated above. Separate proposals must be submitted for each topic. Applicants applying under Category 17, and are existing Tech-Prep Consortia, may apply for funds as a continuation project. All other Category 17 applicants may apply for funds as a new Implementation project. All proposals (Category 13 and 17) must be fundable under P.L. 105-332, Title II.

TECH-PREP SUPPLEMENTAL PROJECTS (CATEGORY 13)

Grant proposals that address the priority topics listed below, and include participation reflecting the regional diversity of education in Texas shall be given the highest priority. Project applications must indicate how the results/products of the project shall enable Tech-Prep to become fully institutionalized and integrated into the culture of all secondary and postsecondary educational institutions. Project applications must also indicate how the project shall be evaluated to prove that there is a statewide impact on students. Projects must include statewide representation of secondary and postsecondary institutions, rural and urban institutions, business, and labor, as applicable, in the project development.

Continuance of Tech-Prep Supplemental Grants shall be based on the achievement of the project's stated objectives for the current year and the quantifiable objectives developed for the following year.

Criteria for Selection of Tech-Prep Supplemental Projects

All applicants shall be evaluated and scored on the criteria listed below. As part of the on-line submission materials, and in addition to other submission requirements, applicants shall be asked to demonstrate how their proposed project shall satisfy the criteria for selection.

- **Statewide Impact** – Proposed project's deliverables should be relevant to the workforce education needs of the state as indicated in the *Texas Consolidated State Plan*, and must have potential for duplication across the state. Duplication should be possible at a cost-effective rate for interested institutions.
- **Plan for Dissemination** – Proposal must include an effective plan for dissemination of project's deliverables/outcomes in order to achieve maximum impact across the state. This may include utilizing the Internet, presenting at state conferences, distributing manuals, CDs, and other products, or all of the above.
- **Identification of Relevant Outcomes** – Proposal must clearly identify the outcome(s) and provide an explanation of its relevance, as well as its long-term value. In addition, each proposal should clearly identify the beneficiaries of the outcome(s) of their project (i.e., students, professional staff, employers, etc.).
- **Cost-Effectiveness** – Proposed project should make use of available, existing resources such as personnel, office furnishings, office space, etc. Proposed project's goals, objectives, and supporting activities should be presented within a realistic time-frame, utilizing the most cost-effective resources. Proposed budget should accurately reflect the cost of accomplishing project's goals.
- **Technology Driven** – Proposed project's outcomes should develop, improve, or expand the use of high-technology in technical education, OR outcomes should develop, improve, or expand students' entry into high-skill, high-wage employment through the use of high-technology.
- **Relationship to Job Market** – Proposed project should reflect current economic and workforce needs in the state.

Priority Topics for Tech-Prep Supplemental Projects

- **TEKS-WECM Curriculum Alignment Leading to a Uniform Statewide Articulation Process** – Projects for the alignment of Business, Electronics, and CAD/CAM, Computer Science, Allied Health Professions, and Engineering-related Sciences have been completed. Projects involving TEKS/WECM alignment for Criminal Justice, Agriculture, Child development, or other career areas not previously mentioned, are solicited for the 2000-2001 funding year. Applicants should name a lead college for the administration of the projects. These projects shall be conducted under the leadership of the continuing Statewide Articulation Project to ensure uniformity in development processes and final product format.
- **Improved Process for Identifying and Transcribing a Student's Tech-Prep Credit from Secondary to Postsecondary Institutions** – The project should result in a statewide recommended process for identifying Tech-Prep students at the point of college registration, and which shall be used to verify and transcript Tech-Prep articulated credit. It is expected that the Texas Association of College Registrars and Admissions Officers (TACRAO) shall be involved in the development of the project.

- Development of a Model Program for Providing Career Counseling to Tech-Prep Postsecondary Students – The project should result in a model program that is piloted at diverse college campuses and shows potential for statewide use. Emphasis should be placed on students utilizing Tech-Prep articulated credit toward an approved Tech-Prep associate degree, and assisting program completers with placement in career positions, enlistment in a related military specialties, or matriculation to additional postsecondary education.
- Tech-Prep Statewide Evaluation Project – This project shall be continued under the administration of Region V ESC to facilitate the acquisition and analysis of Tech-Prep performance criteria, and support the site-based evaluation of Tech-Prep consortia.
- Statewide Articulation Project – This project shall be continued under the administration of Region V ESC to coordinate the development of TEKS/WECM alignments, and the development of statewide articulation guidelines.
- Tech-Prep Partnerships Project – This project shall develop Tech-Prep programs that further strengthen the partnerships between education and business/military to provide seamless educational pathways for students.

Open Topics

Applicants are welcome to develop and submit proposals addressing any of the state goals for Tech-Prep (see page 16). Awarding of funding shall depend on the quality of the proposals as determined by relationship to an identified state objective or goal and the criteria for Category 13.

Deliverables and Outcomes

Any successful applicant (s) shall comply with all requirements contained in the Specifications Applicable to All Projects and in the sections listed below.

- Instructions for Proposal Preparation
- Contract Provisions
- Required Data Deliverables

All Tech-Prep Supplemental grants are expected to develop a product providing adequate information on the project that shall enable the project to be duplicated. The product should include necessary information on the following:

- project goals and activities;
- procedures for implementation;
- processes for overcoming barriers;
- information on additional resources;
- measurable project results;
- procedures for gathering the data to verify results; and
- crosswalk information (in TEKS/WECM alignment projects).

Individual projects must result in the completion of all tasks, activities, evaluation, final outcomes and products as stipulated in the final negotiated contract.

TECH-PREP IMPLEMENTATION PROJECTS (CATEGORY 17)

Funding for a Tech-Prep Implementation Project is dependent on the potential of success of the Tech-Prep consortium's attainment and completion of its goals, objectives, strategies, projects, tasks, and time-lines as defined in their strategic plan. In the spring of the 2000-2001 project year each consortium shall be required to evaluate its activities, assess its progress toward achieving its goals, and re-establish objectives and success criteria.

Applicants must show they are making progress towards meeting all goals and objectives. It is imperative that decisions about goals, activities, projects, sub-grants, and professional development workshops be based on how they enhance the attainment of targeted levels of performance.

In addition, Tech-Prep Consortia should make decisions and base the evaluation of their efforts on students educational outcomes within their consortia service area. These efforts and outcomes should be directed toward the transition of students from secondary to postsecondary education in a technical or high-demand career field.

Criteria for Selection of Tech-Prep Implementation Projects

All applicants shall be evaluated and scored on the criteria listed below. As part of the on-line submission materials, and in addition to other submission requirements, applicants shall be asked to demonstrate in their five-year strategic plan (Part C of the on-line Submission Materials) how:

- the consortium is making progress toward reaching federal, state, and local goals;
- vocational-technical curriculum activities are to be implemented;
- comprehensive professional development shall be provided;
- funds shall be distributed between secondary and postsecondary Tech-Prep programs;
- programs and activities shall be annually evaluated for results based on student outcomes;
- program strategies shall be implemented for special populations
- technical assistance shall be provided at the local level;
- student identification and follow-up procedures shall be implemented; and
- funds shall be used to link secondary and postsecondary education.

Additional Application Requirements for Tech-Prep Implementation Projects

To be considered for funding, the application of a currently funded or new consortium must complete the on-line Submission Materials (Parts A - G and Budget Cost Category Schedules) AND must submit the following hard-copy items:

- A current, dated list of all changes in consortium membership within the previous twelve (12) months including the institution representative's names, term of office, county location, and affiliations (if applicable), or a complete list of consortium members. Section 204(a)(1) of Perkins III and the Texas Education Code states that the grants may be awarded to consortia between or among—
 - A. A local educational agency, an intermediate educational agency or area vocational and technical education school serving secondary school students, or a secondary school funded by the Bureau of Indian Affairs; and

- B. A nonprofit institution of higher education that offers—
- 1) A two-year associate degree program, or a two-year certificate program,
AND
that is qualified as an institution of higher education pursuant to section 102 of the Higher Education Act (HEA) of 1965, including an institution receiving assistance under the Tribally Controlled College or University Assistance Act of 1978, and a tribally controlled postsecondary vocational and technical institution,
OR
 - 2) A two-year apprenticeship program that follows secondary instruction, if such nonprofit institution of higher education is not prohibited from receiving assistance under part B of title IV of the HEA of 1965 pursuant to the provisions of section 434(a)(3) of such Act.
- C. In addition, a consortium described above may include one or more—
- 1) Institutions of higher education that award a baccalaureate degree; and
 - 2) Employer or labor organizations
- An updated copy of the consortium bylaws if changed in last fiscal year or a current copy of new consortium bylaws.

Submission Materials
Program Year 2000-2001

INSTRUCTIONS FOR ON-LINE PROPOSAL PREPARATION

- Entry into the on-line Submission Materials Web Application requires a password and proposal number. Applicants shall receive a password and proposal number from the THECB, upon submission of the Notification of Intent (NOI), **except** for Category 17, Tech-Prep Continuation Implementation Projects.
- **The Notification of Intent is an on-line form and must be submitted electronically by Wednesday, March 15, by 5:00 p.m.; it can be found on the THECB's web site at <http://www.thecb.state.tx.us/divisions/ctc/we/we.htm>.**
- **All proposals must be prepared and submitted through the on-line Submission Materials Web Application on the THECB's web site at <http://www.thecb.state.tx.us/divisions/ctc/we/we.htm> by Friday, April 14, by 5:00 p.m.**
- A separate, on-line application must be submitted for each proposal.
- Applicants should be aware that all proposals require a **hard-copy, paper submission** of the Application Cover Page with original signatures.
- Category 17, Tech-Prep also has hard-copy, paper submission requirements in addition to the on-line Submission Materials Web Application, and applicants should refer to the Request For Proposals for those requirements.
- **All hard-copy, paper requirements must be submitted to the following address by Friday, April 14, by 5:00 p.m.**

Mailing Address

Dr. Valeriano Cantú
Assistant Director, Workforce Education
Community and Technical Colleges Division
P.O. Box 12788, Capitol Station
Austin, Texas 78711-2788

Delivery Address

Dr. Valeriano Cantú
Assistant Director, Workforce Education
Community and Technical Colleges Division
7745 Chevy Chase Drive, Bldg. V, Rm. 320
Austin, Texas 78752-1508

PROPOSAL FORMAT

The 2000-2001 proposal application is an on-line, web-based format. All applicants must use the electronic format provided on the THECB's web-site. Paper submissions of this application shall not be accepted, **except** for those pieces noted above and on the General Information page, and the Tech-Prep section of this RFP.

PROPOSAL CONTENTS

Proposal contents include:

- Application Cover Page
- Parts A through G
- Budget Cost Category Schedules A - G
Budget Summary Sheet (CB-100) **AUTOMATICALLY GENERATED – NO ENTRY REQUIRED**

- Contract Provisions
 - Provisions and Assurances
 - Special Provisions and Assurances
 - Schedule 1: Reporting Requirements
 - Schedule 2: Revisions of Program Plans and Budget
 - Certifications

Application Cover Page

This constitutes the transmittal form for the proposal. Applicants must enter all information that is requested. **The Application Cover page must bear original signatures and be submitted as a hard-copy, paper submission.** Some information shall be pre-filled from information applicants submit on the Notification of Intent. However, if any information is incorrect or has changed since submitting the NOI, applicants may edit all information, except for category number. Category number can only be changed with prior approval from CTCD staff and only by CTCD staff. Applicants should verify that the category number is appropriate to the topic of the proposal that is being submitted. Categories are as follows:

State Leadership Proposals

- 10 Interagency
- 11 Professional Development
- 14 Curriculum Development
- 15 Special Populations
- 18 Other Topics

Tech-Prep Proposals

- 13 Tech-Prep Supplemental
- 17 Tech-Prep Implementation

Part A: Project Summary

This section is for an overview of the proposed project. Both new and continuation proposals must include a brief description (not to exceed one page), within the entry field provided, of the purpose and the deliverables of the project.

Continuation projects must also provide a recap of all accomplishments/products during the previous grant year. A second entry field shall be provided, but shall only be available for continuation proposals.

Part B: Project Rationale

This section addresses the criteria that each proposal must meet in order to be eligible for funding. All new and continuation proposals must provide a thorough explanation as to how the project shall satisfy the criteria for selection.

For Categories 10, 11, 13, 14, 15, 18 – Enter an explanation in the entry field provided under each criterion.

For Category 17 – Check the appropriate box if a description of how the project shall meet the criteria is included in the Five-Year Strategic Plan.

IMPORTANT – Criteria displayed is category-specific. Not all applicants shall view the same criteria. Applicants should read the RFP carefully to verify that the criteria is appropriate to the category under

which applicants are applying.

Part C: Goals, Objectives, Activities, Products, and Time-lines

For Categories 10, 11, 13, 14, 15, & 18 – This section requires applicants (new and continuation) to detail the goals, objectives, and supporting activities of the proposed project. Applicants may analyze the project using the Critical Path Method (CPM) and/or Program Evaluation and Review Technique (PERT). These methods shall assist applicants in detailing the flow of effort and identifying how different activities are coordinated to accomplish the project objectives, which in turn, accomplish the project goals. Applicants must identify and number all supporting activities required to meet project objectives. Scientific numbering (e.g., 1.1.1) MUST be used to numerically identify these sub-task relationships. All products resulting from the successful completion of the proposed project should be identified. And, finally, applicants must identify the time estimated to complete each significant task using a mm/dd/yy format.

For Category 17 – All new and continuation proposals must describe all goals, objectives, activities, products, and time-lines as outlined in each applicant's Five-Year Strategic Plan. This section must also detail **how** applicants shall meet the criteria listed under Part B: Project Rationale. Scientific numbering (e.g., 1.1.1) MUST be used to numerically identify any sub-task relationships. Applicants must identify the time estimated to complete each significant task using a mm/dd/yy format.

Part D: Evaluation Plan

This section addresses the evaluation plan for the proposed project. All new and continuation proposals must include a description of the plan for evaluation of the project activities and their effectiveness to fulfill project goals and objectives using both **qualitative** and **quantitative** measures. The plan must include sufficient detail to explain appropriateness, objectiveness, effectiveness, and validity of selected evaluation. Applicants shall provide the description of the qualitative method and the quantitative method in the appropriate entry field.

Part E: Project Staff

All new and continuation proposals must identify all project staff by title/position, list all responsibilities for each staff member, and describe the required qualifications for each position. Applicants shall be given the opportunity to identify the title/position in the entry field provided and then list the responsibilities and qualifications for that staff member in their respective entry fields. Applicants shall be prompted to continue with another staff member and receive three new entry fields until applicants are finished listing all project staff.

Part F: Coordination/Linkages

All new and continuation proposals must list all participating partners of the proposed project and a brief description of the coordination/linkages with each partner. Applicants should include contact person name if available. Entry fields shall be provided for Participating Partner Name, Contact Person Name and Description of Coordination/Linkages. Applicants shall be prompted to continue with another Participating Partner, and if more, shall receive additional blank entry fields. Applicants shall receive the prompt to continue until applicants are finished listing all Participating Partners.

Part G: Statement of Commitment to Continue Project

All new and continuation proposals must describe plans, if applicable, to continue project activities when

Perkins funds cease to be available. Applicants may check "Not applicable" if project is intended to be a one-year endeavor. Applicants shall not be penalized in the grant evaluation process for proposing a one-year project. If project is to be continued beyond the one-year grant cycle, applicants must describe plans in the entry box that is provided.

Budget Cost Category Schedules

All new and continuation proposals must complete Budget Cost Category Schedules A - G. Cost Category Schedules are as follows:

- A. Salaries and Fringe Benefits
 - B. Travel (Staff Only)
 - C. Capital Outlay/Equipment
 - D. Consultant Fees
 - E. Subgrants and Subcontracts
 - F. Miscellaneous
 - G. Administration
- All costs must be justified in terms of activities and objectives (as described in Part C: Goals, Objectives, Activities, Products, and Time-lines) of expenditure relative to the size and scope of the project.
 - Services expected from other agencies, consultants, subcontractors, and others must be specified.
 - Distribution of funds to consortium participants for specific project activities, services, and/or personnel must be clearly outlined.
 - Some examples of expenditures within Cost Category Schedule F, Miscellaneous, are:
 - Advertising and public relations costs (limited)
 - Advisory councils
 - Audit services (proration of total audit cost)
 - Automatic electronic data processing services
 - Bonding costs
 - Communications (telephone, etc.)
 - Direct Services (Child Care, Transportation, Textbooks, etc.) **BASIC GRANTS ONLY**
 - Insurance and indemnification (only where required and approved)
 - Maintenance, operations, and repairs
 - Materials and Supplies
 - Memberships, subscriptions, and professional association fees
 - Meeting costs
 - Non-staff travel
 - Publication and printing costs
 - Rental costs (equipment or space non capital leases)
 - Does not include any charge for facilities owned by grantee.
 - Software
 - Utilities
 - Total federal administrative expenditures cannot exceed 5 percent of the total approved federal project budget for the program year (Cost Category Schedule G).

Budget Summary Page

All Cost Category Schedule totals entered by an applicant shall be **automatically** carried forward to create the Budget Summary Page (CB-100). The Cost Category Schedule totals from the Budget Summary Page shall be **automatically** carried forward to the Application Cover Page. Applicants shall

be able to view totals on the Application Cover Page when the page is printed.

Contract Provisions

The contract provisions consist of the following:

- Provisions and Assurances
- Special Provisions and Assurances
- Schedule 1: Reporting Requirements
- Schedule 2: Revisions of Program Plans and Budget.
- Certifications

A link to the contract provisions is provided on the Application Cover Page. The original signatures on the Application Cover Page signify an applicant's compliance with all contract provisions as listed above. No paper submissions of the contract provisions are required by the THECB.

Appendix 1

REQUIRED DATA DELIVERABLES

This section provides guidelines for preparing reports and documentation related to Perkins III State Leadership and Tech-Prep projects. The intent is to improve the consistency and quality of project information for further dissemination and evaluation of the beneficial impact of federal funds. The Perkins Projects Data Deliverables List summarizes what deliverables are required for each RFP category and specifies addresses and number of copies.

ADVISORY MEETING MINUTES

Advisory Meeting Minutes for required advisory committees (Categories 11, 14, 15, Consortia only; and Categories 17, 18) are to be filed on site with the Project's Contractor Institution. Indicate on the Quarterly Report if minutes are on file. Minutes of each meeting shall be prepared in the fiscal agent's format and shall include, as a minimum, the following items.

- Title page containing
 - a. title (type of meeting and date)
 - b. project title, project number
- Description of the purpose and intent of the meeting
- Meeting location
- Summary of the discussions and decisions, highlighting agreements reached
- List of attendees by name, institution or organization represented, and phone numbers
- Copies of action item sheets for each action to be implemented as a result of the meeting. Format of the action item sheets shall be as specified by the chairperson of the meeting.

REPORTING REQUIREMENTS

See Contract Provisions, Schedule 1 – Reporting Requirements and Perkins Projects Data Deliverables List.

PROJECT PRODUCT

The Project Product (see Contract Provisions, Schedule 1 – Reporting Requirements) is required for all State Leadership and Tech-Prep Supplemental projects (Categories 10, 11, 13, 14, 15, 18) and may be submitted in a variety of formats, as submitted in the grant proposal. Final products may include, but should not be limited to manuals, published articles, workshops, conferences, teleconferences, videos, database applications, and other documents as required.

Format of Project Product

Video tape, audio tape, cd-rom and software can be submitted in their original formats with a written description of how to run them.

All print documents must be accompanied by one 3.5" diskette copies of the files. Diskettes may be PC or MAC.

Word processing files must be saved in either WordPerfect (version 5.1 or later) or Microsoft Word (version 5.1 or later). Database files must be in ".dbf" format (dBase) or in Microsoft Excel format (version 4.0 or later). Spreadsheet files must be in Microsoft Excel (version 4.0 or later) or Lotus 123 (version 4.0 or later). Other programs may be used to create the documents as long as the files can be saved and used in the required appropriate format. World Wide Web pages may be submitted in HTML coding.

Whenever possible, all document files should be merged into one file. E.g., WordPerfect 6.1 and Word 6.0 allow users to insert spreadsheets into word processing documents.

Perkins Projects Data Deliverables List*

Deliverable Item	Required for RFP Category	Date Due	Addressee	Data Format	No. Copies
Quarterly Report (1st, 2nd, 3rd Quarter Report)	10, 11, 14, 15 13, 17, 18	December 15 March 15 June 15	THECB: Workforce Education	Electronically Submitted http://www.thecb.state.tx.us/divisions/ctc/we/we/htm .	1
			Perkins Contact (if applicable)	Hard-copy	1
Final Report (4th Quarter Report)	10, 11, 14, 15 13, 17, 18	September 15	THECB: Workforce Education	Electronically Submitted	1
			Perkins Contact (if applicable)	Hard-copy	1
Final Product	10, 11, 14, 15 13, 18	September 30	THECB: Workforce Education	In agreed upon format to specifications under Required Data Deliverables – Project Product	1
			TechLINX II(Dianna Harvill) Region 5 ESC 2295 Delaware St. Beaumont, TX 77703	In agreed upon format to specifications under Required Data Deliverables – Project Product	2
Expenditure Reports (filed at least quarterly) CB-100	10, 11, 14, 15 13, 17, 18	December 15 March 15 June 15	THECB: CTC Fiscal Services	Electronically Submitted & Hard-copy with original signature	1
			Perkins Contact (if applicable)	Hard-copy	1
Final Expenditure Report CB-100	10, 11, 14, 15 13, 17, 18	September 30	THECB: CTC Fiscal Services	Electronically Submitted & Hard-copy with original signature	1
			Perkins Contact (if applicable)	Hard-copy	1
Budget Amendments CB-100	10, 11, 14, 15 13, 17, 18	As needed	THECB: CTC Fiscal Services	Electronically Submitted & Hard-copy with original signature	1
Final Budget Amendment CB-100	10, 11, 14, 15 13, 17, 18	July 1	THECB: CTC Fiscal Services	Electronically Submitted & Hard-copy with original signature	1

*Note: Data deliverables required of Tech-Prep projects also explained in RFP for Categories 13 and 17.

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TEXAS STATE LEADERSHIP CONSORTIA CONTACT LIST

PROFESSIONAL DEVELOPMENT CONSORTIUM

Robert Starke
El Paso Community College
919 Hunter St.
El Paso, TX 79915

(915) 831-5806
Roberts@epcc.edu

CURRICULUM DEVELOPMENT CONSORTIUM

Brent Kesterson
DCCC – Richland College
701 Elm St.
Dallas, TX 75202

(972) 238-6981
bkesterson@dccc.edu

SPECIAL POPULATIONS CONSORTIUM

Carole Keeney
Houston CC System
1300 Holman St. EW243
Houston, TX 77004

(713) 718-6350
keeney_c@hccs.cc.tx.us

Appendix 2

**TEXAS HIGHER EDUCATION COORDINATING BOARD
COMMUNITY AND TECHNICAL COLLEGES DIVISION
CARL D. PERKINS GRANTS
PROGRAM YEAR 2000-2001**

**CONTRACT PROVISIONS
PROVISIONS AND ASSURANCES**

Statement of provisions and assurances for the program(s) in this application:

- A. As used in these Provisions and Assurances,
"Contract" means the entire document, whatever its name or form, of which these Provisions and Assurances, Certifications, and schedules are a part;
"Coordinating Board" means the Texas Higher Education Coordinating Board;
"Consultant" means one who gives expert or professional advice and includes speakers and presenters;
"Contractor" means the party or parties to this contract other than Coordinating Board;
"Contract Project" means the purpose intended to be achieved through the contract of which these Provisions and Assurances are a part;
"Applicant" means the same as "Contractor";
"Application" means the entire package submitted by the Applicant including the schedules contained in the application;
"Amendment" means an application that is revised in budget categories and/or in program activities. It includes both the original application and any subsequent amendments;
"Grant" means the same as "Contract";
"Grantee" means the same as "Contractor";
"Grantor" means the same as "Coordinating Board"; and
"Subgrants and Subcontracts" means contracts with third parties to carry out a portion of the grant.
- B. This contract is executed by Coordinating Board subject to the availability of funds appropriated by legislative act for the purposes stated. All amendments and/or extensions or subsequent contracts entered into for the same or continued purposes are executed contingent upon the availability of appropriated funds. Notwithstanding any other provision in this contract or any other document, this contract is void upon appropriated funds becoming unavailable. In addition, this contract may be terminated by Coordinating Board at any time upon notice to Contractor. Expenditures and/or activities for which Contractor may claim reimbursement shall not be accrued or claimed subsequent to receipt of such notice from Coordinating Board. This contract may be extended or otherwise amended only by formal written amendment properly executed by both Coordinating Board and Contractor. No other agreement, written or oral, purporting to alter or amend this contract shall be valid.
- In the conduct of the contract project, Contractor shall be subject to Texas Higher Education Board rules pertaining to this contract and the contract project and to the laws of the State of Texas governing this contract and the contract project. This contract constitutes the entire agreement between Coordinating Board and Contractor for the accomplishment of the contract project. This contract shall be interpreted according to the laws of the State of Texas except as may be otherwise provided for in this contract.
- C. **For local educational agencies (LEAs), regional education service centers (ESCs), and institutions of higher education (IHEs):** Contractor, to the extent permitted by law, shall hold Coordinating Board harmless from and shall indemnify Coordinating Board against any and all claims, demands, and causes of action of whatever kind or nature asserted by any third party and

occurring or in any way incident to, arising from, or in connection with, any acts of Contractor, its agents, employees, and subcontractors, done in the conduct of the contract project.

For all other grantees, subgrantees, contractors, and subcontractors, including nonprofit organizations and for-profit businesses: Contractor shall hold Coordinating Board harmless from and shall indemnify Coordinating Board against any and all claims, demands, and causes of action of whatever kind or nature asserted by any third party and occurring or in any way incident to, arising from, or in connection with, any acts of Contractor, its agents, employees, and subcontractors, done in the conduct of the contract project.

- D. **For Discretionary Grants:** All encumbrances shall occur on or between the receiving of notice of award and ending dates of the contract. All goods must be received and services rendered and subsequently liquidated (recorded as an expenditure or accounts payable) within the contract dates. In no manner shall encumbrances be considered or reflected as accounts payable or as expenditures. Obligations that are liquidated and recognized as expenditures must meet the allowable cost principles in OMB Circular A-87 and program rules, regulations, and guidelines contained elsewhere.

For Basic Grants: Encumbrances shall occur on or between the beginning and ending dates of the contract. However, Grantee may incur costs related to equipment and supplies between July 1 and September 1, immediately preceding the official date of commencement of this contract, provided that: (a) items are specifically identified in the budget; (2) the timing of the acquisition is crucial to the effective implementation of the program; and (3) the process is consistent with the normal fiscal cycle of the institution. All pre-award costs are incurred at the recipient's risk (i.e. Coordinating Board is under no obligation to reimburse these costs if for any reason the recipient does not receive an award or if the award is less than anticipated and inadequate to cover these costs). Contractor must liquidate (record as an expenditure) all obligations (encumbrances) incurred under the contract not later than 30 days after the end of the contract (or as specified in a program regulation, the standard application system rules, or a request for application) to coincide with the submission of the final expenditure report, due 45 days after the end of the contract. "Obligations" mean the amounts of orders placed, contracts and subgrants awarded, goods and services received, and similar transactions during a given period that shall require payment by the contractor during the same or a future period. Obligations representing orders placed are reflected in the accounting records as encumbrances. In no manner shall encumbrances be considered or reflected as accounts payable or as expenditures. Obligations that are liquidated and recognized as expenditures must meet the allowable cost principles in OMB Circular A-87 and program rules, regulations, and guidelines contained elsewhere.

- E. Contractor shall establish, maintain, and utilize internal program procedures sufficient to provide for the appropriate and effective management of all activities relevant to this grant. Contractor shall maintain its records and accounts in a manner which shall assure a full accounting for all funds received and expended by Contractor in connection with the contract project. These records and accounts shall be retained by Contractor and made available for programmatic or financial audit by Coordinating Board and by others authorized by law or regulation to make such an audit for a period of not less than three years from the date of completion of the contract project or the date of the receipt by Coordinating Board of Contractor's final claim for payment or final expenditure report in connection with this contract, whichever is later. If an audit has been announced, the records shall be retained until such audit has been completed and all questions have been resolved.
- F. Contractor shall not assign or subcontract any of its rights or responsibilities under this contract, except as may be otherwise provided for in this application, without prior formal written amendment of this contract properly executed by both Coordinating Board and Contractor.
- G. If this contract is canceled, terminated, or suspended by Coordinating Board prior to its expiration date, the monetary value of services properly performed by Contractor pursuant to this contract shall be determined by Coordinating Board and paid to Contractor as soon as reasonably possible.

- H. If Coordinating Board determines that Coordinating Board is due a refund of money paid to Contractor pursuant to this contract, Contractor shall pay the money due to Coordinating Board within 30 days of Contractor's receipt of written notice that such money is due to Coordinating Board. If Contractor fails to make timely payment, Coordinating Board may obtain such money from Contractor by any means permitted by law, including but not limited to offset, counterclaim, cancellation, termination, suspension, total withholding, and/or disapproval of all or any subsequent applications for said funds.
- I. Contractor shall be subject to and shall abide by all federal laws, rules and regulations pertaining to the contract project, including but not limited to:
- a. Americans With Disabilities Act, P. L. 101-336, 42 U.S.C. sec. 12101, and the regulations effectuating its provisions contained in 28 CFR Parts 35 and 36, 29 CFR Part 1630, and 47 CFR Parts 0 and 64;
 - b. Title VI of the Civil Rights Act of 1964, as amended (prohibition of discrimination by race, color, or national origin), and the regulations effectuating its provisions contained in 34 CFR Part 100; Title IX of the Education Amendments of 1972, as amended (prohibition of sex discrimination in educational institutions) and the regulations effectuating its provisions contained in 34 CFR Part 106, if Contractor is an educational institution;
 - c. Section 504 of the Rehabilitation Act of 1973, as amended (nondiscrimination on the basis of handicapping condition), and the regulations effectuating its provisions contained in 34 CFR Part 104;
 - d. the Age Discrimination Act of 1975, as amended (prohibition of discrimination on basis of age), and any regulations issued thereunder, including the provisions contained in 34 CFR Part 110;
 - e. the Family Educational Rights and Privacy Act of 1975, as amended, and any regulations issued thereunder, if Contractor is an educational institution;
 - f. Section 509 of H.R. 5233 as incorporated by reference in P. L. 99-500 and P. L. 99-591 (prohibition against the use of federal grant funds to influence legislation pending before Congress);
 - g. the Drug Free Workplace Act [PL100-690 Title V, Subtitle D] and the Texas Worker's Compensation Act.

Contractor shall timely make and file with the proper authorities all forms, assurances and reports required by federal laws and regulations.

Coordinating Board shall be responsible for reporting to the proper authorities any failure by Contractor to comply with the foregoing laws and regulations coming to Coordinating Board's attention, and may deny payment or recover payments made by Coordinating Board to Contractor in the event of Contractor's failure so to comply.

- J. Federal regulations which apply to federally funded applications:
- a. **For Local Education Agencies (LEA's) and Education Service Centers (ESCs):** 34 CFR 74, 76, 77, 79, 80, 81, 82, 85, and 86, OMB Circulars A-87 (Cost Principles), and A-133 (Audits);
 - b. **For Institutions of Higher Education (IHEs):** 34 CFR 74, 76, 77, 79, 80, 81, 82, 85, and 86, OMB Circular A-21 or A-87 (Cost Principles), OMB Circular A-133 (Audits), and OMB Circular A-110 (Uniform Administrative Requirements);
 - d. **For Nonprofit Organizations:** 34 CFR 74, 76, 77, 79, 80, 81, 82, 85, and 86, OMB Circulars A-122 (Cost Principles) and A-133 (Audits), and OMB Circular A-110 (Uniform Administrative Requirements);
 - e. **For State Agencies:** 34 CFR 74, 76, 77, 79, 80, 81, 82, 85, and 86, OMB Circulars A-87 (Cost Principles) and A-133 (Audits), and OMB Circular A-110 (Uniform Administrative Requirements); and
 - f. **For Commercial (for-profit) Organizations:** 48 CFR Part 31(Contract Cost Principles and Procedures).

- K. If Contractor, in Coordinating Board's sole determination, fails or refuses for any reason to perform any of its obligations under this contract, Coordinating Board may impose such sanctions as it may deem appropriate. This includes but is not limited to the withholding of payments to Contractor until Contractor complies; the cancellation, termination, or suspension of this contract in whole or in part; and the seeking of other remedies as may be provided by this contract or by law. Any cancellation, termination, or suspension of this contract, if imposed, shall become effective at the close of business on the day of Contractor's receipt of written notice thereof from Coordinating Board.
- L. The Contractor's proposal, furnished to Coordinating Board in response to a request for proposal or otherwise furnished by Contractor, is incorporated in this contract by reference for all necessary purposes. It is specifically provided, however, that the provisions of this contract shall prevail in all cases of conflict arising from the terms of Contractor's proposal whether such proposal is a written part of this contract or is attached as a separate document.
- M. The terms, conditions, and assurances, which are stated in the request for application/proposal in response to which Applicant is submitting this application, are incorporated herein by reference for all purposes.
- N. Notwithstanding any other provision of this application, Grantee shall not use or pay any consultant in the conduct of this application if the services to be rendered by any such consultant can be provided by Grantee's employees. Grantee shall not enter into consulting contracts with employees of the Grantee or with employees of other entities who are fully supported by Perkins grants.

Subgrants and subcontracts are authorized only where specifically negotiated in the grant agreement and approved in the budget process

- O. Unless otherwise provided by the terms of the grant, when copyrightable material is developed in the course of or under the Carl Perkins grant, the grant recipient is free to copyright the materials or permit others to do so. The grantee shall abide by the intellectual property policy of the recipient institution. If any copyrightable materials are developed in the course of or under the Carl Perkins grant, the Coordinating Board and the U.S. Department of Education, shall have a royalty-free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use and to authorize others to use, the work for state or federal government purposes.
- P. The Chief Executive Office of the Applicant's Institution shall sign the Application unless delegation authority has been submitted and approved by the Coordinating Board.
- Q. For federally funded projects and for those personnel whose salaries are prorated between or among different funding sources, monthly time and effort records shall be maintained by Applicant that shall confirm the services provided within each funding source. Personnel activity reports shall be signed by the employee and shall reflect and after-the-fact distribution of the actual activity of each employee. Employees who work on a single federal award shall certify every six months that the employee worked solely on that program for the period covered by the certification. The certification shall be signed by the employee or supervisory official having first hand knowledge of the work performed by the employee.
- R. Travel within the contiguous 48 states of the United States shall be allowed. Amounts authorized for maximum recovery for travel and per diem costs against any state or federal funding source are restricted to those amounts, which are in accordance with the policies and procedures of the institution administering this grant. If the institution administering this grant does not have written policies and procedures in place, the amounts authorized for maximum recovery are restricted to those amounts, which are approved in the State of Texas Appropriation Bill in effect for the particular funding period. Any amount over this limit must come from local funding sources.
- S. Contractor shall submit programmatic and fiscal expenditure reports in the time and manner requested by Coordinating Board as specified in Schedule 1.

- T. By signing the application cover page, Contractor provides certifications required by federal regulation regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements as shown in the Certifications section.
- U. Any alterations, additions, or deletions to the terms of this grant which are required by changes in federal law or regulations shall be automatically incorporated into this grant and shall become effective on the date designated by such law or regulation. [34 CFR 34 80.30 (d)]

The signing of the Application Cover Page by applicant indicates acceptance of all requirements described in this section.

**TEXAS HIGHER EDUCATION COORDINATING BOARD
COMMUNITY AND TECHNICAL COLLEGES DIVISION
CARL D. PERKINS GRANTS
Program Year 2000-2001**

**CONTRACT PROVISIONS
SPECIAL PROVISIONS AND ASSURANCES**

The following Special Provisions and Assurances apply to all grants funded under the Public Law 105-332, Carl D. Perkins Vocational-Technical Education Act of 1998.

The Applicant agrees to:

- A. Establish salaries as compared with those paid for similar work in other activities at the institution. If there are no comparable activities, the salaries shall be considered reasonable to the extent they are comparable to those paid for similar work in the labor market. The Grantee's Chief Executive Officer may be required to provide certification of comparable salaries.
- B. Maintain job descriptions for each position supported in part or in whole by this grant.
- C. Restrict travel to that which is required for purposes of the grant activity. All travel shall be specifically designated by place, date, duration, and method of travel and approved in the project budget.
- D. Expenditures for acquisition of equipment shall be reasonable and necessary for the purpose of conducting a properly designed project or activity under the Perkins Act. The utilization of such equipment shall be designated for technical programs and technical students. Technical programs and students shall have preemptive priority to the use of such equipment. Any other use of such equipment shall be incidental to the primary use and may not add to the cost or operation of the equipment supported by Perkins.
Each budget detail under the cost category schedule C shall indicate equipment to be purchased with the grant. Similar items under \$5,000 per unit may be aggregated. Items over \$5,000 per unit shall be individually identified and approved within the budget or the budget shall be amended before purchase.
Purchase orders shall be issued by April 1.
- E. Consultant fees shall only be paid upon execution of a consultant contract and certification of rendering of service by appropriate Grantee personnel. Consultant fees include payments for professional services other than employees of the Grantee. This includes speakers or presenters as well as those advising the Grantee. Fees include reimbursement for materials, travel and other costs associated with the service.
- F. Administrative costs charged to this grant shall be limited to 5% of the total amount of the grant. The entire 5% may be charged to the grant whether or not all the project funds are expended during the grant period provided the project objectives are substantially achieved. Grantee may treat the Administrative Cost claimed as an indirect cost if it has a federally approved indirect cost rate, which exceeds 5%, or if it maintains calculations to demonstrate that related expenditures exceed the 5% limit.
- G. Amusement, social activities, and incidental entertainment costs such as alcoholic beverages, gratuities, door prizes, and gifts are not allowable expenditures under this grant.

- H. Advertising is allowed only for recruitment or promotion of specific program information and where specified in the grant. These are normally advertisements through media, pamphlets, posters, etc. Unallowable items include memorabilia, gifts, and souvenirs such as caps, coffee cups, flashlights, key chains, pencils, pens, rulers, tee shirts, tote bags, etc.

All media announcements, public information, and final products generated with funds from this grant should acknowledge the support of the Texas Higher Education Coordinating Board under the auspices of the federal Carl D. Perkins Vocational and Technical Education Act of 1998.

- I. Registration fees may be charged for meetings, conferences, and other activities sponsored or funded by this grant. A fee or assessment may be charged to pay for specific activities other than those that are to be charged to this grant. The Coordinating Board and attendees should be informed of the purpose of the fee.
- J. A Grantee may generate program income in the operation of projects directly supported by federal grants administered by the Coordinating Board. Grantees shall use such program income to further the project objectives. The subrecipient should establish budget and accounting control for such program income that is separate from the grant proper. This accounting should be able to demonstrate that the program income is being used to further the objectives of the related grant. No formal report is required. However, a brief narrative should be included with quarterly and final reports. The narrative should declare the existence of program income, its source(s), the amount generated, and a brief description of the use or planned use of the funds.
- K. Advisory Committees are required for State Leadership consortia and Tech-Prep consortia grants.

State Leadership Consortia Advisory Committees are required to demonstrate high levels of involvement by the chancellor or president of the participating institution(s) to provide the leadership and direction that is relevant for the state. Additional members may include employers, labor organizations, and student organizations.

Tech-Prep Advisory Committees/Governing Boards should have a composition that reflects the requirements in Title II of Perkins 1998, subchapter T of the Texas Education Code, and Chapter IX of the Texas Higher Education Coordinating Board to ensure representation of consortium membership

- L. Ensure that none of the Carl D. Perkins funds received under this grant shall be used to carry out activities that were funded under the School-to-Work Act of 1994, unless the programs funded under this grant serve only those participants eligible to participate in programs under the Carl Perkins Act of 1998.
- M. Funding provided under this grant shall supplement and not supplant non-federal funds expended to carry out the activities of the project.

<p>The signing of the Application Cover Page by applicant indicates acceptance of all requirements described in this section.</p>
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**TEXAS HIGHER EDUCATION COORDINATING BOARD
COMMUNITY AND TECHNICAL COLLEGES DIVISION
CARL D. PERKINS GRANTS
PROGRAM YEAR 2000-2001**

**CONTRACT PROVISIONS
SCHEDULE 1--REPORTING REQUIREMENTS**

A. Quarterly programmatic and final reports, and products for State Leadership, Tech-Prep Supplemental and Tech-Prep grants

State Leadership, Tech-Prep Supplemental, and Tech-Prep grants shall submit Electronic Quarterly Progress Reports on project activities. Quarterly progress form and instructions for completing forms are available on the THECB Web site at <http://www.thecb.state.tx.us/divisions/ctc/we/we/html>.

Quarterly Programmatic Reports are cumulative. The fourth quarter report shall be the final report. A copy of each report shall also be submitted to the institutional Perkins contact person, if applicable. Quarterly Programmatic Reports are due 15 days after the end of each quarter, as follows:

<u>Quarter Ending</u>	<u>Report Due Date</u>
November 30	December 15
February 28 (29)	March 15
May 31	June 15
August 31	September 15 (final report)

If the due date falls on a weekend, the report shall be due on the next business day.

State Leadership and Tech Prep Supplemental Projects shall submit project products as required by their respective work statements. The required number of copies (see Data Deliverables List in Appendix 1) of the final project's product shall be submitted to the Coordinating Board by September 30.

B. Perkins Annual Performance Report for Basic grants

The Perkins Annual Performance Report shall summarize the major accomplishments during the program year. The Annual Performance Report is due October 15.

C. Expenditure Reports for State Leadership and Basic grants

Expenditure Reports shall be submitted electronically on form CB 100 with a signed copy mailed to the Community and Technical Colleges Division, Fiscal Services anytime during the grant period but shall be submitted at least quarterly.

For the Basic Grants, final expenditure report and Form CB 320 shall also be required which shall detail expenditures by activity.

The Grantee's chief financial officer or chief executive officer shall submit all expenditure reports, unless the chief executive officer designates an appropriate alternative to the chief financial officer, to the Coordinating Board, Community and Technical Colleges Division, Fiscal Services. A copy of the filed report shall be submitted to the Perkins contact for the project.

Quarterly Expenditure Reports are due 15 days after the end of each quarter, as follows:

<u>Quarter Ending</u>	<u>Report Due Date</u>
November 30	December 15
February 28 (29)	March 15
May 31	June 15

If the due date falls on a weekend or holiday, the report shall be due on the next business day.

The Final Expenditure Report shall be submitted to the Coordinating Board by September 30 and shall include actual expenditures for the contract period. The Coordinating Board shall not be liable for any expenditure submitted after October 15.

D. **Project Number**

Grantees shall place their assigned Project Number in a prominent place on all correspondence, reports, amendments, and products dealing with the project.

<p>The signing of the Application Cover Page by applicant indicates acceptance of all requirements described in this schedule.</p>

**TEXAS HIGHER EDUCATION COORDINATING BOARD
COMMUNITY AND TECHNICAL COLLEGES DIVISION
CARL D. PERKINS GRANTS
Program Year 2000-2001**

**CONTRACT PROVISIONS
SCHEDULE 2--REVISION OF PROGRAM PLANS AND BUDGET**

Grantees are required to report deviations from program and program plans, and **request prior written approval for program and budget revisions**, in accordance with this section.

- A. Changes in the scope, objectives, or time lines of the project or program even if there is no associated budget revision. Programmatic revisions with no budget change shall be submitted to the assigned Project Advisor at the Community and Technical Colleges Division.
- B. **Budget amendments up to 10% of the aggregate of the grant (over the life of the grant) do not require Coordinating Board approval.** This budgetary flexibility does not extend to budgetary categories that have not been approved and does not apply to specific approval requirements such as equipment over \$5,000 or travel outside the U.S. The budget amendment process shall not allow the institution to amend budgets beyond the 10% of the aggregate of the grant.

Budget amendments greater than 10% of the aggregate of the grant shall require Coordinating Board approval and shall be submitted electronically with a signed copy mailed to the Community and Technical Colleges Division, Fiscal Services. Budget amendments shall include revised Cost Category Schedules with each submission and shall be accompanied by a narrative justification for the proposed revision. **Budget amendments are due no later than July 1.** After July 1, only amendments for emergencies or unforeseen events as certified by the grantee's fiscal officer, Perkins contact, and/or project director shall be considered. No budget amendments shall be accepted after August 31.

- C. No-cost extensions. Grantees shall request written approval to extend the expiration date of the grant if additional time beyond the established termination date is required to assure adequate completion of the approved activity within the funds already made available. A single extension, which shall not exceed six (6) months, may be made for this purpose and shall be made no less than one (1) month prior to the originally established expiration date.
- D. Change of location of project.
- E. Change of fiscal agent.
- F. Changes in key personnel, i.e. program directors, researchers, etc., shall be reported in writing to the CB Project Advisor within 15 days of the change.
- G. Conflict of Interest. The grantee institution shall notify the Coordinating Board of any potential conflicts of interest that arise prior or during the grant period due to relationships of the staff working on the project.
- H. The subaward, transfer or contracting out of any work under an award, unless described in the application and funded in the approved awards. This provision does not apply to the purchase of

supplies, material equipment or general support services.

The signing of the Application Cover Page by applicant indicates acceptance of all requirements described in this schedule.

**TEXAS HIGHER EDUCATION COORDINATING BOARD
COMMUNITY AND TECHNICAL COLLEGES DIVISION
CARL D. PERKINS GRANTS
PROGRAM YEAR 2000-2001**

**CONTRACT PROVISIONS
CERTIFICATIONS**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

The certifications shall be treated as a material representation of fact upon which reliance shall be placed when the Coordinating Board determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification;

and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

The signing of the Application Cover Page by applicant indicates acceptance of all requirements described in this section.